

# 99TH ANNUAL REPORT CIVIL SERVICE BOARD 2012



CITY OF DAYTON, OHIO

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# MISSION STATEMENT

To provide the best candidates for employment and promotion, and to accurately and efficiently enforce the primary goals and objectives set forth by the City of Dayton Charter and the Civil Service Board, as well as applicable elements of Collective Bargaining Agreements, State of Ohio Statutes and the United States Code.

# OVERVIEW

## About the Board

### PURPOSE AND CHARGE OF THE CIVIL SERVICE BOARD

The Civil Service Board was established under Section 93 of the City of Dayton Charter in 1914.

#### *Purpose*

The purpose of the Civil Service Board is to comply with Section 96 of the Charter providing for appointment and employment in all positions in the classified service which falls into three primary classes: the **competitive class** which indicates that a testing procedure is conducted to determine the most eligible candidate; the **noncompetitive class** whereby candidates' credentials are reviewed evaluating education and experience; and the last designated category - the **labor class** which includes ordinary unskilled labor.

Section 98 of the Charter provides for promotions to all positions in the classified service, based on records of merit, efficiency, character, conduct and seniority. Knowledge, skills and abilities in the performance of required duties must always be given a priority consideration whenever filling a position with the City of Dayton.

#### *Charge*

With deliberate intent, the Civil Service Board complies with all pertinent segments of the City of Dayton Charter and the Civil Service Rules and Regulations approved by the Dayton City Commission.

The Civil Service Board is comprised of three members, as set forth in the City of Dayton Charter, who are appointed by the City Commission for a six-year term. In 2012, the Board members were Talbert L. Grooms, Betty L. Toney and Lela F. Estes. In January 2012, Talbert L. Grooms was re-elected to serve as Chairperson for the year. Lela F. Estes resigned December 1, 2012, after serving 7 years as a Civil Service Board member.

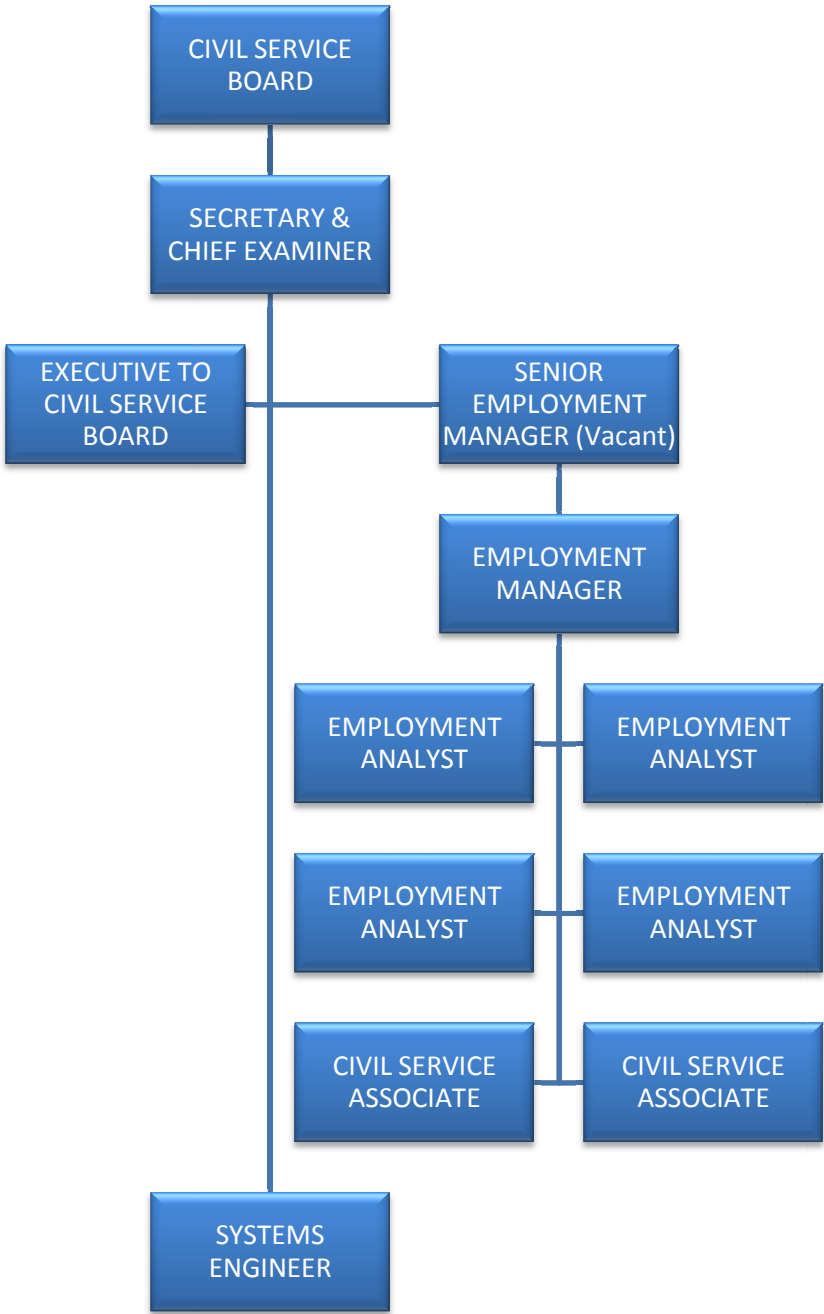
## Statement of Responsibility

The Civil Service Board was created by Section 93 of the City of Dayton Charter to establish and enforce rules and regulations for the employment and promotion of all employees in the classified service of the City of Dayton, which encompasses the vast majority of City employees. The Board hears and determines appeals by City employees regarding suspensions, demotions and discharges. Pursuant to state law, the Board also administers this civil service function for classified non-teaching employees of the Dayton Public Schools, and likewise hears and determines disciplinary appeals.

- ◆ The Board consists of three members appointed by the City Commission for overlapping six-year terms. The Board appoints a Chief Examiner who also serves as the Secretary to the Board.
- ◆ The Secretary and Chief Examiner administers the Board's Rules and Regulations, advertises and recruits for classified positions, accepts applications, develops and administers examinations for initial appointments and promotions, appoints from eligible lists and certifies candidates for noncompetitive classified positions.
- ◆ The Secretary and Chief Examiner is the employment officer of all City employees coming under the classified service. The Secretary and Chief Examiner provides examinations in accordance with regulations of the Board. The Secretary and Chief Examiner also maintains eligible lists of each class of the service for those meeting the requirements of said regulations.
- ◆ The Secretary and Chief Examiner fills positions in the classified service from such eligible lists upon requisition from and after consultation with the City Manager. As positions are filled, this employment officer certifies the fact, by proper and prescribed form, to the City Treasurer and the director of the department in which the vacancy exists.
- ◆ The Secretary and Chief Examiner provides eligible lists for tested positions to the Dayton Board of Education, which then fills the vacant positions.

All of the Board's activities are governed by the City of Dayton Charter (Section 96) requirement that employment in City of Dayton service is based on considerations of merit and fitness.

CIVIL SERVICE BOARD ORGANIZATIONAL CHART 2012



# Civil Service Staff Members

At the close of 2012, the staff members were:

Secretary and Chief Examiner	Maurice J. Evans
Executive to Civil Service Board	Sheila M. Crum
Senior Employment Manager Employment Manager	Vacant Elizabeth C. Rutledge
Employment Analysts	Mildred A. Gay James W. Johnson Dianne M. Perkins Nancy L. Van Atta
Civil Service Associates	Mary L. Arnold Aishah Williams-Clark
Systems Engineer	Shibu Varghese

On May 31, 2012, Employment Manager Rose P. Edwards retired from the City of Dayton with 24 years of service. A Senior Employment Manager position was created in lieu of the Employment Manager.

On September 17, 2012, Confidential Civil Service Technicians Mary L. Arnold and Aishah Williams-Clark were both reclassified to Civil Service Associates. Executive Secretary & Special Projects Associate Sheila M. Crum was reclassified to Executive to the Civil Service Board.

# OPERATIONS

The functions statistically detailed in this report are in addition to the many other activities performed by the Civil Service staff. Other activities include handling correspondence, attending meetings, conducting research for reports, discussing Civil Service Rules and Policies with supervisors, employees, and union officials, and providing answers to a variety of inquiries from the public. In addition to handling general incoming telephone calls and employment inquiries, the Civil Service office prepared and distributed 40 examination announcements for City of Dayton and Dayton Public Schools positions.

## Board Meetings

During the year, the Civil Service Board members held 22 meetings: 12 regular business meetings and 10 special meetings, of which 8 special meetings were for the purpose of hearing dismissal appeals. In addition to time spent in actual session for Board meetings and hearings, the Board members spent many hours reviewing agenda materials, hearing transcripts and exhibits.

## Appeals and Hearings

### City of Dayton and Dayton Public Schools

Nine appeals were filed in 2012. Of those, 5 appeals were heard by the Board or Hearing Officers, one was withdrawn, leaving 3 matters to be heard or otherwise resolved in 2013.

In addition, 5 appeals, received in 2011, were scheduled and heard in 2012. Four were heard by the Board and one was heard by a Hearing Officer.



## Common Pleas Court

There was one appeal filed in Common Pleas Court in 2012. One decision was rendered by the Common Pleas Court from an appeal filed in 2011. The Common Pleas Court upheld the Civil Service Board's decisions.

## Court of Appeals

One decision was rendered by the Court of Appeals from an appeal filed in 2011. The Court of Appeals remanded the case back to the Common Pleas Court.

# CITY OF DAYTON PERSONNEL ACTIONS

## Appointments

	<b>TOTAL</b>
PERMANENT	<b>86</b>
PROMOTIONS	<b>103</b>
TEMPORARY/INTERN	<b>7</b>
PART-TIME PERMANENT	<b>9</b>
REINSTATEMENTS	<b>8</b>
RECALL PER RULE 15	<b>3</b>

## Other Personnel Actions

	<b>TOTAL</b>
TRANSFERS	<b>6</b>
TRANSFERS PER RULE 15	<b>4</b>
CHANGE IN TYPE OF APPOINTMENT	<b>2</b>
RECLASSIFICATIONS	<b>7</b>
DEMOTIONS	<b>16</b>
DEMOTIONS PER RULE 15	<b>1</b>
RESIGNATIONS	<b>46</b>
DISCHARGES	<b>16</b>
LAYOFF PER RULE 15	<b>3</b>
RETIREMENTS	<b>68</b>
DEATHS	<b>3</b>

## Medical Examinations

Applicants for various City positions are required to undergo a pre-employment medical examination prior to appointment. One hundred fourteen medical examinations were conducted in 2012.

## Background Investigations

For many positions, candidates are required to undergo a background check, which includes criminal records check and employment verification prior to appointment. One thousand fifty eight such police background investigations were conducted in 2012.

# Examination Program Summary

## City of Dayton

In accordance with Ohio state law, the Civil Service Board provides uniform standards for appointments, promotions, separations and the regulation of other personnel matters for the classified service of the City of Dayton.

In meeting this obligation, testing services were provided which included a combination of computerized testing (typing and written) and/or performance-based agility measurements. This process involved preparing and issuing examination announcements, certifying applications, developing examinations, testing applicants, grading examinations, applicant notification and maintaining promulgated eligible lists.

During 2012, 22 examinations were conducted for positions with the City of Dayton. Applications processed totaled 5,543. Of the 1,618 applicants tested, 234 were for promotional positions and 1,384 were for open competitive positions.

TYPE OF EXAMINATION	EXAMS GIVEN	NUMBER OF APPLICANTS	NUMBER NOT QUALIFIED	NUMBER TESTED	NUMBER PASSED
PROMOTIONAL AND OPEN COMPETITIVE	22	5,543	455	1,618	1,414

# CITY OF DAYTON CERTIFICATIONS

## Certified Eligible Lists

As a result of competitive examinations, there were a total of 32 eligible lists certified in 2012. Certifications for all competitive examinations given for the City of Dayton in 2012 included:

<b>PROMOTIONAL &amp; OPEN COMPETITIVE</b>	<b>TOTAL</b>
CERTIFIED ELIGIBLE LISTS	<b>32</b>
NAMES ON ELIGIBLE LISTS	<b>1,414</b>

## Noncompetitive

There were 27 noncompetitive position announcements posted in 2012; 1,188 applications were submitted for these positions. Of this number, 764 were certified as meeting the minimum requirements for potential employment.

<b>NONCOMPETITIVE POSITIONS</b>	<b>TOTAL</b>
APPLICATIONS SUBMITTED	<b>1,188</b>
CERTIFICATION LISTS	<b>27</b>

## Part-Time Permanent & Temporary/Intern

There were 26 resumes submitted for certification to fill Part-time Permanent and Temporary/Intern positions in 2012.

<b>PART-TIME PERMANENT &amp; TEMPORARY/INTERN RESUMES</b>	<b>TOTAL</b>
PART-TIME PERMANENT	<b>14</b>
PART-TIME PROFESSIONAL- TECHNICAL-SUPERVISORY	<b>4</b>
TEMPORARY/INTERN	<b>8</b>

# Examination Program Summary

## Dayton Public Schools

In accordance with Ohio state law, the Civil Service Board provides uniform standards for appointments, promotions, separations and the regulation of other personnel matters for the classified service of the Dayton Public School District. These classified employees are non-teaching and support services personnel.

In meeting this obligation, testing services were provided which included a combination of computerized testing (typing and written) and/or performance-based agility measurements. This process involved preparing and issuing examination announcements, certifying applications, developing examinations, testing applicants, grading examinations, applicant notification and maintaining promulgated eligible lists.

In 2012, the Civil Service Board staff conducted 4 examinations for the Dayton Public Schools, inclusive of promotional and open competitive examinations. The total number who applied was 197. The total number of applicants tested was 105.

TYPE OF EXAMINATION	EXAMS GIVEN	NUMBER OF APPLICANTS	NUMBER NOT QUALIFIED	NUMBER TESTED	NUMBER PASSED
PROMOTIONAL AND OPEN COMPETITIVE	4	197	30	105	70

# DAYTON PUBLIC SCHOOLS CERTIFICATIONS

## Certified Eligible Lists

As a result of competitive examinations, there were a total of 3 promotional and 3 open competitive eligible lists certified in 2012. Certifications for all competitive examinations given for Dayton Public Schools in 2012 included:

	<b>TOTAL</b>
CERTIFIED ELIGIBLE LISTS	<b>6</b>
NAMES ON ELIGIBLE LISTS	<b>70</b>

# DAYTON PUBLIC SCHOOLS PERSONNEL ACTIONS

## Appointments

	<b>TOTAL</b>
FULL -TIME PERMANENT	<b>21</b>



# DAYTON PUBLIC SCHOOLS PERSONNEL ACTIONS

## Other Personnel Actions

	TOTAL
ABOLISHMENTS / LAYOFFS	1
LEAVE-OF-ABSENCE	6
RESIGNATIONS	10
RECALLS	4
RETIREMENTS	17

## Medical Examinations

All medical examinations and drug screens are handled directly through Dayton Public Schools Administration.

## Other Services Provided

The Civil Service Board staff provides a broad range of daily services for Dayton Public Schools classified employees inclusive of receiving and responding to telephone calls; providing complaint resolution; generating written correspondence to staff, union representatives and employees; conducting meetings with Dayton Public Schools Human Resources staff; meeting with employees and union representatives as needed; attending Civil Service Board meetings for Dayton Public Schools related issues; meeting with subject-matter-experts for test development, developing and administering examinations, and promulgating eligible lists and verifying employee retention points and displacements during the abolishment and layoff process.

# MONTGOMERY COUNTY COMBINED HEALTH DISTRICT

## Personnel Actions

Notices of personnel actions received from the Montgomery County Combined Health District, and recorded by the Civil Service office, included 23 permanent appointments and 4 promotional appointments.

## Other Personnel Actions

Notices of separations from the service of the Montgomery County Combined Health District during 2012 included 25 resignations and 16 retirements.

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